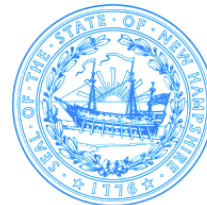




## ROUTINE ROADWAY and RAILWAY MAINTENANCE ACTIVITIES NOTIFICATION

Water Division/ Wetlands Bureau/ Land Resources Management

Check the Status of your Notification: <http://des.nh.gov/onestop>



RSA/Rule: RSA 482-A/ Env-Wt 100-900

FILE NUMBER: 2015- \_\_\_\_\_

### ROUTINE ROADWAY NOTIFICATION PROJECT CRITERIA **Bold-faced terms** are defined on the attached page.

1. Will the proposed activity require disturbance in any **wetland** or **surface water**, on the **bank** of any surface water body, in uplands adjacent to a municipally **designated prime wetland**, or in a **sand dune, flat, or undisturbed tidal buffer zone**?

☐ Yes ☐ No

If you answered "**Yes**" to Item 1., continue to Item 2., below.

If you answered "**No**", you do not need to file this or any other wetlands application.

2. Will the proposed activity impact a **bog, marsh, sand dune, flat, tidal wetland, undisturbed tidal buffer zones**, a wetland or species identified in the **Natural Heritage Inventory**, or is the proposed activity in or adjacent to **designated prime wetlands** or within a quarter mile of a N.H. **designated river**?

☐ Yes ☐ No

If you answered "**Yes**" to Item 2., you cannot use this form and must file a Wetland Permit Application.

No work may be conducted in the above areas until a permit is issued and posted.

If you answered "**No**", continue to Items 3. and 4.

3. Will the work be conducted **in the dry**, either at **low water periods** or behind temporary diversions described in BMP #11 in *Best Management Practices for Routine Roadway Maintenance Activities in New Hampshire (2004)*?

☐ Yes ☐ No

4. If you are proposing to dredge roadside ditches, do the ditches have all three of the following characteristics: they are manmade, they run parallel with the roadway and they have a defined channel and banks?

☐ Yes ☐ No

If you answered "**No**" to either Items 3. or 4., you cannot use this form and must file a Wetland Permit Application. No work may be conducted in the above areas until a permit is issued and posted.

If you answered "**Yes**", continue to Item 5.

5. Will the proposed activity:

a) Include work on a crossing having multiple culverts?

☐ Yes ☐ No

b) Extend an existing culvert more than 10 feet at the inlet or outlet?

☐ Yes ☐ No

c) Replace a culvert larger than 48 inches in diameter, or

- increase the diameter more than 50%, or
- increase the diameter to more than 48 inches?

☐ Yes ☐ No

d) Relocate or skew (realign) an existing culvert such that the:

- distance from the old location of the inlet to the new location of the inlet, added to the distance from the old location of the outlet to the new location of the outlet, total more than 50 linear feet; or
- total length of seasonal streambed channel to be filled (including riprap at outlet) is more than 50 linear feet measured along the thread of the channel; or
- culvert being skewed (realigned) is in a perennial stream?

☐ Yes ☐ No

e) Is the work proposed to roadside ditches that carry a **perennial stream**?

☐ Yes ☐ No

f) Is the work proposed stabilizing an embankment adjacent to a perennial stream, river, lake or pond?

☐ Yes ☐ No

If you answered "**Yes**" to any of questions in Item 5 a-f., you cannot use this form and must file a Wetland Permit Application. No work may be conducted in the above areas until a permit is issued and posted. (see: <http://des.nh.gov/organization/divisions/water/wetlands/categories/permits.htm>).

If you answered "**No**", to all of the questions in Items 5 a-f. continue to item 6.

[gino.infascelli@des.nh.gov](mailto:gino.infascelli@des.nh.gov) or (603) 271-4194

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[www.des.nh.gov](http://www.des.nh.gov)

6. ACTIVITY SPONSOR (CHOOSE ONE)			
<input type="checkbox"/> DOT MAINTENANCE DISTRICT (SPECIFY): <input type="checkbox"/> MUNICIPALITY (SPECIFY): <input type="checkbox"/> OWNER OF PRIVATE DRIVEWAY or ROADWAY		<input type="checkbox"/> STATE AGENCY (SPECIFY): <input type="checkbox"/> OWNER OF PRIVATE RAILWAY <input type="checkbox"/> OTHER (SPECIFY):	
7. OWNER			
LAST NAME, FIRST NAME, M.I.:			
MAILING ADDRESS:	TOWN/CITY:	STATE:	ZIPCODE:
PHONE:	FAX: _____ or EMAIL: _____ (this is how DES will contact you)		
8. AUTHORIZED REPRESENTATIVE			
LAST NAME, FIRST NAME, M.I.:			
MAILING ADDRESS:	TOWN/CITY:	STATE:	ZIPCODE:
PHONE:	FAX: _____ or EMAIL: _____ (this is how DES will contact you)		
9. LOCATION OF THE PROPOSED ACTIVITY			
ADDRESS: _____	ST. NAME: _____	TOWN/CITY: _____	
TAX MAP(S): _____		LOT NUMBER(S): _____	
IF NO ADDRESS, THE DISTANCE IS _____ TO THE INTERSECTION OF _____ ST.			
JURISDICTIONAL AREA WHERE WORK IS PROPOSED: (CHECK ALL THAT APPLY) <input type="checkbox"/> WETLAND <input type="checkbox"/> INTERMITTENT / SEASONAL STREAM <input type="checkbox"/> UN-NAMED PERENNIAL STREAM (LIMITED PROJECT TYPES)			NAME OF WATER BODY(IES), IF APPLICABLE:
PROVIDE A BRIEF DESCRIPTION OF EACH ACTIVITY AND THE LOCATION AT WHICH IT WILL OCCUR:			
10. ROUTINE MAINTENANCE ACTIVITY COVERED BY ROADWAY BMP MANUAL (CHECK ALL THAT APPLY)			
<input type="checkbox"/> CULVERT EXTENSION		<input type="checkbox"/> RELOCATING AN EXISTING CULVERT	
<input type="checkbox"/> EMBANKMENT STABILIZATION		<input type="checkbox"/> REPLACING A SINGLE CULVERT CROSSING	
<input type="checkbox"/> HEADWALL REPAIR, REPLACEMENT AND CONSTRUCTION		<input type="checkbox"/> ROADSIDE DITCH MAINTENANCE	
11. ATTACH A USGS TOPOGRAPHICAL MAP (AT IT'S ORIGINAL SCALE WITH THE PROPOSED WORK AREA LOCATIONS CLEARLY IDENTIFIED)			
12. ATTACH SKETCHES OF DESIGN (CONSTRUCTION DESIGN INCLUDING A LISTING OF BMP'S TO BE USED DURING CONSTRUCTION, SEE THE MANUAL FOR FURTHER INFORMATION)			
13. ATTACH COLOR PHOTOGRAPHS (MOUNTED ON 8 1/2X11 INCH PAPER, OF THE PROPOSED WORK SITES SHOWING EXISTING STRUCTURES, SURROUNDING LAND, AND JURISDICTIONAL AREAS)			
14. AUTHORIZED REPRESENTATIVE (FROM BOX 8) SIGNATURE			
By initialing each item and signing this application, the authorized representative is certifying that:			
_____ All information provided in this notification is accurate and correct;			
_____ All work will conform to <i>Best Management Practices for Routine Roadway Maintenance Activities in New Hampshire</i> ;			
_____ The conditions listed on page 1-6 of the manual shall be followed;			
_____ Copies of this Notification and the required attachments have been provided to the board of selectmen (or governing body) and municipal conservation commission (if one exists in the municipality in which work is proposed);			
_____ One copy of the Notification Form will be posted in a prominent location at each worksite.			
AUTHORIZED REPRESENTATIVE: _____			DATE: _____

**Please mail pages 1 and 2 of this form with all attachments to the address at the bottom of this page. You may proceed with the proposed activity 5 days after DES' receipt of a complete notification. General Conditions specified on page 3 apply to all projects. Monitor your notification status at: <http://des.nh.gov/onestop/index.htm> and write the file number on the top of page 1.**

# GENERAL ROUTINE ROADWAY AND RAILWAY MAINTENANCE CONDITIONS

(Do not submit this sheet with your application, but keep it for your reference.)

**All Routine Roadway and Railway Maintenance Activities are subject to the following general conditions:**

1. Surface water quality degradation shall not occur as a result of this work. Siltation, erosion and turbidity controls shall be installed in accordance with the *Best Management Practices for Routine Roadway Maintenance Activities*, maintained to ensure that there is no water quality degradation, and removed once the area is stabilized.
2. Work shall not involve movement of tracked or wheeled equipment into or through surface waters or wetlands, but only on dry or frozen ground.
3. Dredged material shall be placed out of RSA 482-A (DES Wetlands Bureau) jurisdiction -- those wetlands, seasonal or perennial surface waters, and other areas protected under RSA 482-A including uplands adjacent to prime wetlands, upland tidal buffer zone, flats, sand dunes, and banks of surface water bodies.
4. Work within surface waters shall be done "in the dry" either during periods of low water or behind appropriately designed temporary diversions such as sandbag cofferdams, and installed in accordance with the Roadway BMPs.
5. No work shall occur on land not owned by the activity sponsor without a release from all owners of property that will be impacted. A copy of the property owner release shall be provided to DES along with the Notification form.
6. All work shall be done in accordance with the Shoreland Water Quality Protection Act (SWQPA), and shall not involve removal of trees from areas within SWQPA jurisdiction.
7. A copy of the notification shall be posted in a prominent location at each worksite before work begins.
8. No work shall be done in or adjacent to municipally designated prime wetlands, in bogs, marshes, tidal wetlands, undisturbed tidal buffer zone, flat, or sand dunes or in any jurisdictional area within a quarter- mile of a New Hampshire designated river.

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[www.des.nh.gov](http://www.des.nh.gov)

# INSTRUCTIONS

(Do not submit this sheet with your application, keep for your reference.)

This notification form and process are available for use by public or private entities who are proposing to conduct certain routine roadway and railway maintenance activities in wetlands, surface waters, and other areas that are protected under RSA 482-A. The Maintenance Activities in the following chart can be covered under the *Wetland Routine Roadway and Railway Maintenance Activity Notification*. These maintenance activities are described in the *Best Management Practices for Routine Roadway Maintenance Activities in New Hampshire* (2001) (Roadway BMP manual) and RSA 482-A:3, DES administrative rules Env-Wt 101 and 303.05(q). Most of these activities are considered minimum impact projects under the DES rules for classification of projects.

BEST MANAGEMENT PRACTICES		MAINTENANCE ACTIVITY				
		CULVERT EXTENSION AT THE SAME LOCATION	REPLACEMENT AND RELOCATION OF CULVERT UP TO 48" IN DIAMETER*	EMBANKMENT STABILIZATION	HEADWALL REPAIR, REPLACEMENT AND CONSTRUCTION	ROADSIDE DITCH MAINTENANCE/ CULVERT CLEANING
1	DREDGING ROADSIDE DITCHES	✓	✓		✓	✓
2	FILTER BAGS	✓	✓		✓	
3	IN-STREAM SEDIMENT-TRAPPING DEVICES	✓	✓		✓	
4	OUTLET PROTECTION/ STONE RIPRAP	✓	✓		✓	
5	SANDBAGS	✓	✓	✓	✓	✓
6	SEDIMENT RETENTION BASINS	✓	✓		✓	
7	SEEDING	✓	✓	✓	✓	✓
8	SILT FENCE	✓	✓	✓	✓	✓
	STONE CHECK DAMS					✓
10	STRAW OR HAY BALES	✓	✓	✓	✓	✓
11	TEMPORARY DIVERSIONS	✓			✓	
12	TOPSOILING	✓	✓	✓	✓	✓
13	TURBIDITY CURTAINS	✓	✓	✓	✓	

## 1. This process requires:

The identification of each maintenance activity to be conducted, the appropriate Best Management Practice (one or more of the 13 activities described in the Roadway BMP manual) to be used, and the location of each work area. You may obtain a copy of the Roadway BMP manual by using the following link:

[http://des.nh.gov/organization/divisions/water/wetlands/documents/roadway\\_bmp.pdf](http://des.nh.gov/organization/divisions/water/wetlands/documents/roadway_bmp.pdf), or contacting NH DOT, 7 Hazen Drive, Concord, NH 03301, (603) 271-3734; or from the DES Public Information and Permitting Unit, (603) 271-2975.

\* This represents an increase in diameter from the Roadway BMP manual, per RSA 482A:3, XVI (a).  
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## 2. The applicant or activity sponsor shall:

- Obtain and review a copy of the Roadway BMP manual to determine if the proposed work is covered under this process and if the conditions described can be met. Although other manuals may provide guidance on various erosion and sedimentation control practices, to use this notification form and process, you must use the Best Management Practices for Routine Roadway Maintenance Activities in New Hampshire and specific conditions and maintenance activities that are described within it.
- Identify the maintenance work that needs to be conducted. The Notification Form may be used for one or more maintenance activities, as long as they are located on the same roadway or the same intersection. If the work extends beyond a town boundary, a separate form must be filed. Use as much space in the project description field as necessary if completing the form electronically. If you are using a hard copy, add extra pages if needed.
- Identify the type of jurisdictional area in which the work is proposed (wetland or intermittent/ seasonal stream, or water body).
- Identify whether the work is proposed in a right-of-way or on private property. Maintenance work proposed on private property requires a release from the owner.
- Select the sketch(es) that represent(s) the type of work you are proposing and copy those diagrams (or draw similar ones), adding the dimensions for your project and submit them with the Notification Form.
- Locate the proposed maintenance activity on the actual US Geological Survey topographic map and submit it with the Notification Form.
- Submit identified color photographs on 8-1/2 by 11 inch paper of areas of proposed work and the general area with the Notification Form.
- Obtain a signed release from the property owner, granting permission for the work to be conducted.
- Make three photocopies of the entire application package:
  - original Notification Form (pages 1 and 2) with Items 1 through 14 completed;
  - a copy of a USGS topographic map (at its original scale) with the proposed project location(s) clearly identified;
  - the completed plan sketch(es) from the BMP manual with a listing of all BMP's to be used;
  - color photographs of proposed work site(s) showing existing structures, surrounding land and jurisdictional areas (in or adjacent to the work location), mounted on 8 1/2 x 11 inch paper; and
  - property owner's release statement.

## 3. At least five (5) calendar days before work begins:

- Mail the original Notification Form, topographic map, plan sketch(es), mounted photographs and property owner's release statement to: NH DES, Land Resources Management, 29 Hazen Drive, PO Box 95, Concord, NH 03302-0095. (Note the Notification must be received by DES 5 days before work begins.)
- Provide one copy of Notification Form, topographic map, plan sketch(es), mounted photographs and property owner's release statement to the board of selectmen (or governing body) of the municipality in which the proposed project is located.
- Provide one copy of Notification Form, topographic map, plan sketch(es), mounted photographs and property owner's release statement to the municipal conservation commission, (if there is one).
- Post one copy Notification Form (with the file number annotated at the top of page 1).
- Check the "Wetland And Shoreland Permits Query Parameters" on DES Wetlands Bureau's web site to view the notification file number and verify that it has been considered complete:  
[http://www2.des.state.nh.us/OneStop/Wetland\\_Permits\\_Query.aspx](http://www2.des.state.nh.us/OneStop/Wetland_Permits_Query.aspx).



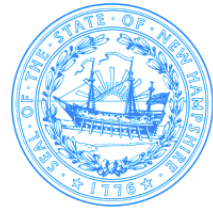
THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
LAND RESOURCES MANAGEMENT  
WETLANDS BUREAU

29 Hazen Drive, PO Box 95, Concord, NH 03302-0095

Phone: (603) 271-2147 Fax: (603) 271-6588

Website: <http://des.nh.gov/organization/divisions/water/wetlands>

Notification Status: [http://www2.des.state.nh.us/OneStop/Wetland\\_Permits\\_Query.aspx](http://www2.des.state.nh.us/OneStop/Wetland_Permits_Query.aspx)



## DEFINITION OF TERMS

(Do not submit this sheet with your application, keep for your reference.)

- **482-A Jurisdiction:** Those wetlands, seasonal or perennial surface waters, and other areas protected under the dredge and fill law. Additional areas protected include uplands adjacent to prime wetlands, upland tidal buffer zone, sand dunes, and banks of surface water bodies.
- **Abutter:** Any person who owns property immediately adjacent and contiguous to the property on which the project will take place. This does not include those properties across a public road. An abutter includes an owner of any flowage rights on or immediately adjacent to the property on which the project will take place. If the project is located on waterfront or another area which by its configuration would cause the project to affect non-contiguous properties, owners of those properties are considered as abutters. The term does not include the owner of a parcel of land located more than one-quarter mile from the limits of the proposed project.
- **Best Management Practices for Routine Roadway Maintenance Activities in New Hampshire (August 2001):** The manual developed by the New Hampshire Department of Transportation that addresses the best management practices for reducing soil erosion and controlling sedimentation from routine roadway maintenance activities. Copies are available from NH DOT, 7 Hazen Drive Concord, NH 03301, (603) 271-3226; from the DES Public Information Center at (603) 271-2975 or at:  
[http://des.nh.gov/organization/divisions/water/wetlands/documents/roadway\\_bmp.pdf](http://des.nh.gov/organization/divisions/water/wetlands/documents/roadway_bmp.pdf)
- **Bog:** A wetland distinguished by stunted evergreen trees and shrubs, peat deposits, and acidic soil and water conditions. Bogs generally have no inlet or outlet. *Sphagnum* moss may be abundant. *The Notification form may not be used for any activities in bogs.*
- **Designated Prime Wetland:** A wetland designated by a municipality for special protection in accordance with Chapter Env-Wt 700 of the wetlands rules. Projects in or adjacent to prime wetlands are classified as major projects. The Notification form cannot be used for any activities in or adjacent to prime wetlands. Prime wetlands are under constant revision as new sites or facilities are added, and may not contain all potential or existing sites or facilities. These maps were prepared using data supplied by the municipality and the information was digitized to the best of DES' ability. For prime wetland and prime wetland buffer locations for a specific site, please contact the municipal office where the project is proposed. NHDES is not responsible for the use or interpretation of this information by third parties. See:  
[http://des.nh.gov/organization/divisions/water/wetlands/prime\\_wetlands.htm](http://des.nh.gov/organization/divisions/water/wetlands/prime_wetlands.htm)
- **Designated River:** The portion of a river that has been specifically designated by the General Court pursuant to New Hampshire Rivers Management and Protection Program, RSA 483:15.  
See <http://des.nh.gov/organization/divisions/water/wmb/rivers/documents/desig-rivers-faq.pdf>
- **Embankment:** A protective bank constructed of mounded earth or fill materials located between a roadway (or rail bed) and a seasonal stream or other wetland.
- **Flat:** Relatively level landforms composed of unconsolidated mineral and organic sediments usually mud or sand, usually continuous with the shore and that are alternately flooded and exposed by the tides.

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- **Low Water Period:** Those times during the year when the water depth and flow are at their minimum typically achieved in later summer months (July and August) at a particular site. This does not include times immediately after or before moderate to large precipitation events when flow rates may rise.
- **Marsh:** A wetland, distinguished by the absence of trees and shrubs and dominated by soft-stemmed herbaceous plants such as grasses, reeds, and sedges and where the water table is at or above the surface throughout the year but can fluctuate seasonally. *The Notification form cannot be used for any activities in marshes.*
- **Natural Heritage Inventory:** Information about rare, threatened, and endangered species and exemplary natural communities in New Hampshire, which is maintained by the Natural Heritage Bureau of the N.H. Department of Resources and Economic Development. For information about any species or communities documented in your municipality, view the document *Rare Plants, Rare Animals, and Exemplary Natural Communities in New Hampshire Towns* at: <http://www.nhdfi.org/library/pdf/Natural%20Heritage/Townlist.pdf> or call (603) 271-3623 for information.
- **Perennial Stream:** A watercourse that is in the groundwater table for most of the year, with runoff from rainfall and snowmelt as supplemental source of water so it contains flowing water year round during a typical year
- **River:** A watercourse that is larger than a perennial stream and flows all year long.
- **Sand Dune:** Areas that have barrier beach morphology, and one or more components of a sand dune complex (i.e., foredune, duneslack, backdune, etc.).
- **Surface Water:** Those waters of the state, as defined by RSA 482-A:4, which have standing or flowing water at or on the surface of the ground during part or all of the year. This includes, but is not limited to, rivers, streams (perennial and seasonal), lakes, ponds and tidal waters, and marshes.
- **Tidal Wetland:** A wetland whose vegetation, hydrology or soils are influenced by periodic inundation of tidal waters.
- **Undisturbed Tidal Buffer Zone:** The area extending landward 100 feet from the highest observable tide line where natural soil and vegetation characteristics are present over a majority of the site, there is no fill or excavated land, no pavement or buildings, and commercial or residential development is absent on at least two sides of the property. This area can contain wetlands, transitional areas, and natural and developed upland areas.
- **USGS (United States Geological Survey) Topographic Map:** A map that uses contour lines to represent the three-dimensional features of a landscape on a two-dimensional surface. These maps use a line and symbol representation of natural and artificially created features in an area. **Map scale – 1:24,000 or 1:25,000.** Maps are available at most outdoors and sporting goods stores, as well as bookstores. See this list of current suppliers of USGS maps in NH: <http://store.usgs.gov/>. Digital versions of the actual USGS topographic maps are acceptable.
- **Wetland:** An area that is inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal conditions does support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands include, but are not limited to swamps, bogs, marshes and similar areas. Sometimes term is used interchangeably with “jurisdictional area.”
- **Wetlands Applications:** Alternate forms are used to apply for permits to work in wetlands or surface waters. If the answers to questions 2 or 5 was "Yes" or the answers to questions 3 or 4 was "No", you must use the Wetland Permit Application Form found at: <http://des.nh.gov/organization/divisions/water/wetlands/categories/forms.htm> and cannot begin work until a permit is obtained and posted.

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